

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

DIRECTIVE
NUMBER 5-3

14 October 1997

ADMINISTRATIVE MATTERS

Forms Management

1. **Summary.** This Directive establishes USEUCOM policy and procedures for the USEUCOM Forms Management Program. It provides procedures for the development, design, reproduction and use of USEUCOM forms and templates.
2. **Applicability.** This Directive applies to all USEUCOM directorates/staff offices and all associated units such as The Marshall Center, Joint Analysis Center, European Stars and Stripes, Special Operations Command Europe, NATO School and Joint Task Forces.
3. **Internal Control Systems.** This Directive contains no internal control provisions and is subject to the requirements of the internal management control program. For HQ USEUCOM and subordinate joint activities, the applicable internal control directive is ED 50-8, Internal Management Control Program.
4. **Suggested Improvements.** The proponent for this Directive is the Support Services Branch, Adjutant General Division, Manpower, Personnel and Administration Directorate. Suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECJ1-AA, Unit 30400, Box 1000, APO AE 09128.
5. **References.**
 - a. AR 25-30, The Army Integrated Publishing and Printing Program.
 - b. AR 25-50, Preparing and Managing Correspondence.
 - c. DA Pamphlet 25-31, Forms Management, Analysis and Design.
6. **Explanation of Terms.**
 - a. **Form.** A form is a fixed arrangement of captioned spaces designed for entering and extracting prescribed information, regardless of media.
 - b. **Service Department Form.** Service Department Forms are forms developed and approved by the various military government organizations. These forms include DoD (Department of Defense), DA (Army), AF (Air Force), OF (Optional Forms), SF (Standard Forms), etc.
 - c. **Command Form.** A USEUCOM wide form designated as an **EU Form**. These forms are for use within USEUCOM by two or more directorates/staff offices and/or all associated units, including component commands. A prescribing Directive (ED) or Staff Memorandum (SM) is required for command forms.

This Directive supersedes SM 5-26, dated 6 Mar 91.

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d. **Local Form.** Directorate/Staff Office/Joint Task Force form used by **one** organizational element which uses the symbol of the activity; i.e., ECJ1 Form 1. These forms do not require a prescribing directive or staff memorandum. The numbering system may be numbers from a Standard Operating Procedure (SOP) or a numerical sequence.

e. **Staff Office.** For the purposes of this Directive, Staff Offices are elements of HQ, USEUCOM that are not Directorates; i.e. ECIG, ECPA, ECMD, ECCS-AS, SAOs, ULCCs, etc. Divisions or Branches of a directorate are not considered staff offices. The Marshall Center, Joint Analysis Center, European Stars and Stripes, Special Operations Command Europe, NATO School, Security Assistance Organizations and Joint Task Forces are considered staff offices for the purpose of this directive.

f. **Template.** A template is a non-fixed arrangement used as a pattern for forming an accurate copy. Templates can be forms or patterns for generating memorandums, notes and other types of correspondence. Templates normally are designed and used in word processing programs.

7. Responsibilities.

a. The Director for Manpower, Personnel and Administration (ECJ1) exercises supervision over the USEUCOM Forms Management Program.

b. The Chief, Support Services Branch, Adjutant General Division, Manpower, Personnel and Administration Directorate (ECJ1-A) is designated the USEUCOM Forms Manager. The responsibilities of the Forms Manager are:

(1) In coordination with the functional proponent and SJS approve/disapprove requests for new/revised EU Forms.

(2) In coordination with the functional proponent and SJS approve/disapprove requests for templates that duplicate EU Forms.

(3) Forward all requests for templates that duplicate existing Service, DoD, Optional or Standard Forms to the appropriate proponent.

(4) Eliminate/consolidate nonessential forms and similar/related forms.

(5) Ensure that EU Forms are designed for electronic use.

(6) Ensure that Privacy Act statements are developed when required.

(7) Ensure that each request for development of an EU Form is justified and prescribed by a command directive or staff memorandum.

(8) Establish controls for the reproduction of EU Forms.

(9) Publish an index of EU Forms.

(10) Ensure that no existing Service Department or EU Form duplicates a proposed EU Form.

(11) Coordinate with Security Managers when a proposed EU Form is designed for classified use.

(12) Electronically design all USEUCOM forms based on designs submitted by Directorate/Staff Office Forms Management Coordinators.

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(13) Have all electronically designed forms loaded onto the HQ, USEUCOM Unclassified Local Area Network (ULAN) for access via the HQ, USEUCOM Home Page on the World Wide Web.

(14) Have all electronically designed forms loaded on the HQ, USEUCOM Secret Local Area Network (SLAN) into the appropriate directory for access via the current HQ, USEUCOM standard form filler program.

(15) Maintain the master file of all USEUCOM Forms.

(16) Assign form numbers to EU Forms. In most cases the form number will coincide with the prescribing directive number. For example if ED 5-5 contains 4 EU Forms they will be numbered EU Form 5-5a, 5-5b, 5-5c and 5-5d.

(17) Ensure that the latest versions of all Service Department forms are loaded on both the HQ, USEUCOM SLAN and ULAN.

c. HQ, Automation Branch, C4I Networks Division, Command, Control and Communications Systems Directorate (ECJ6N) will:

(1) In coordination with the Secretary Joint Staff (SJS) approve/disapprove all requests for templates created in word processing programs. This process will include coordination with the OPR for the type of correspondence being templated (i.e. 4 Star Notes will be coordinated with ECJS).

(2) Have all approved templates loaded on the HQ, USEUCOM Secret Local Area Network (SLAN) into an appropriate directory for access via the current HQ, USEUCOM standard word processing program, once they and the OPR approve the template.

d. Directorates/Staff Offices will:

(1) Submit requests for all new/revised USEUCOM forms or form templates to the USEUCOM Forms Manager for approval.

(2) Submit, for approval, requests for new/revised non-form templates to ECJ6N and the OPR for the correspondence being templated.

(3) Consider the use of higher headquarters, Service Department, DoD or other USEUCOM directorate/staff office forms whenever feasible.

(4) Submit requests for overprinting of a form to the USEUCOM Forms Manager for approval.

(5) If directorate/staff office is a proponent for a proposed correspondence template, then directorate/staff office will coordinate with ECJ6N and the template designer for approval and loading to the SLAN.

(6) Coordinate with Security Managers when a proposed new EU Form is designed for classified use.

8. Procedures for Requesting USEUCOM Forms.

a. Submit requests for new or revised USEUCOM Forms on DD Form 67 to the USEUCOM Forms Manager.

b. Attach a copy of the prescribing directive to the DD Form 67.

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c. Provide ECJ1-A a clear, legible sample of the desired new or revised form attached to the DD Form 67.

9. Procedures for Requesting Approval of Templates.

a. Submit requests for new or revised templates via the HQ, USEUCOM EMAIL (SLAN or ULAN) system to ECJ6N and the appropriate proponent for the correspondence being templated (in most cases ECJS).

b. Proposed templates will not duplicate existing USEUCOM Forms. If the proposed template duplicates an existing USEUCOM Form, the USEUCOM Forms Manager will disapprove the proposed template and direct the requester to follow the procedures in paragraph 8.

c. If the proposed template duplicates an exiting Service, DoD, Optional or Standard form, the request for approval must be on a DD Form 67 and forwarded to USEUCOM Forms Manager for processing to the appropriate proponent.

10. Authorized Local Reproduction of USEUCOM Forms.

a. Except for controlled forms, all non-electronically designed USEUCOM Forms listed in USEUCOM Pamphlet 5-1, Index to USEUCOM Publications, Policy Memorandums and Forms (EP 5-1), are authorized for local reproduction.

b. Only the USEUCOM Forms Manager can authorize local reproduction of electronically designed forms.

c. Requests for local reproduction of electronically designed forms will be forwarded to the USEUCOM Forms manager using DD Form 844, Requisition for Local Duplicating Service. Justification must include why use of the electronic form does not meet the requirements of the requester. Justification will be attached to the DD Form 844.

11. Notification of Discontinuance. The OPR for an EU Form or approved template will notify the USEUCOM Forms Manager, ECJ6N and the OPR of the approved template of the discontinuance of a form/template when the requirement no longer exists. Rescinding the prescribing directive automatically discontinues an EU Form/template.

FOR THE COMMANDER IN CHIEF:

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